



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN # 27-07**  
**Corresponding USDA Memo SP 03-2007**

**MEMORANDUM**

---

**TO:** School Health & Nutrition Program Sponsors

**FROM:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services  
  
Kacey Frey, NSLP Health Director  
Arizona Department of Education, Health and Nutrition Programs

**DATE:** February 12, 2007

**SUBJECT:** The Use of Vending Machines to Dispense Reimbursable Meals

---

*Original Signed*

The United States Department of Agriculture (USDA), Food and Nutrition Service is in the process of developing guidance for operating and managing vending machines used in conjunction with the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

The following is a list of items serving as interim guidance for Local Education Agencies (LEAs) considering the use of vending machines as a means of dispensing reimbursable NSLP and SBP meals.

1. The area where vending machines dispense reimbursable meals is considered an extension of the school food service area. This area and vending machines must follow the current NSLP and SBP regulations:
  - a. Menu planning requirements
  - b. Competitive food rules
  - c. Offer versus serve requirements
2. When utilizing vending machines to dispense meals, the LEA must be able to ensure:
  - a. When a reimbursable meal has been selected by an eligible student

*This institution is an equal opportunity provider.*

- b. That an eligible student may only receive one reimbursable meal per meal service period (ensuring a meal cannot be purchased from both the serving line and the vending machine by the same student in the same day)
  - c. Students' eligibility status (free, reduced, or paid) is not overtly identified
  - d. The reimbursable meals offered are priced as a unit
- 3. Prior to the use of vending machines to dispense reimbursable meals, the LEA must notify the Arizona Department of Education. The vending machine, in all aspects, will be part of the administrative review.

Finally, as a reminder, program funds and procedures used to obtain and maintain reimbursable meal vending machines, must follow the procurement standards as outlined in 7 CFR 210.21.

Please contact the Arizona Department of Education, Health and Nutrition Programs with any questions pertaining to this information at 602-542-8700.

*This institution is an equal opportunity provider.*